



Hovingham & St Hilda's  
CE (VC) Primary Schools  
Federation



Headteacher

Mr J. Pynn MA NPQH

## Charging & Remissions Policy for School Activities

This policy takes guidance from the DFE Policy – 'Charging for School Activities' which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

This Policy will be reviewed on an annual basis by the School's Governing Body and will be adjusted in line with new Government or Local Authority recommendations. It sets out the schools' position on charges, remissions and lettings.

### **Voluntary Contributions and Responsibilities of Staff**

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the schools or any school activities and the schools will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as 'optional extras'. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that school-based extracurricular activities should be free or very low cost. The schools will do their best to offer assistance or remission of charges in any case where there is hardship.

### **Charging Structure**

Parents **will** be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

For residential courses during the time of normal school hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. **The schools will do their best to offer assistance and remissions in any case where there is hardship.**

Parents may be charged for some or all of the cost of damage to school property where this has been intentional.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

### **Extended Schools –**

The Hovingham & St Hilda's Primary Schools Federation provides a term time only wraparound school childcare service for 4-11 year olds at each school site. Before & After School Club'. Parents will be charged for use of the service and the session times and charges are as follows:

|   |                                |         |
|---|--------------------------------|---------|
| Before School                             | - 8:15am until start of school | - £3.00 |
| After School                              | - 3:30pm – 4:30pm              | - £3.00 |
| Full after school session including snack | - 3.30pm until 5.30pm          | - £8.00 |

### **Early Years**

*Provide details here of charges for Nursery e.g. lunchtime sessions or charges for sessions over and above 15 hours funding, late fee charges etc e.g.*

### **Nursery Charges for Additional Sessions over the funded 15 hours**

*All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.*

*Additional sessions over the 15 hours per week entitlement may be available but this is dependant upon the number of children who are attending for funded sessions and to whom priority will be given. Sessions will consist of 3 hours and will be charged at the same rate for which funded entitlement is received (currently £4.15 per hours). The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependant upon availability.*

### **Invoicing and Payment Procedures**

*An invoice for the additional sessions will be sent to parents monthly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of invoice. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non payment*

will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

### **Non Attendance or Cancellation**

There will be no refunds (full or part) for non attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below)

### **Lunchtime Sessions**

The school can charge parents a fee (currently set at **£1.40** per lunchtime session) to cover for additional supervisory staffing provision for nursery children attending the lunchtime session.

An optional charge of **£1.70 (change as necessary)** will cover school dinner where required (packed lunches may be provided by parents if preferred).

### **Free School Meals**

For information on free school meals where applicable please see the School Office staff.

Where there is entitlement to a Free School Meal the lunchtime supervision charge will be waived for the sessions that the Free School meal applies.

### **Important Note:**

Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

### **Late Payment Charges:**

Charges will be levied at the higher of **£5.00 or 5%** of the outstanding debt, to cover associated administration costs.

Signed.....

Chairman of Governor

Approved – Summer Term 2015 Reviewed – Summer Term 2016

Reviewed – Summer Term 2017

Reviewed – Summer Term 2018

Reviewed –Summer Term 2019

Reviewed – Feb 2021

Next Review – Feb 2022